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**DOWNTOWN PARKING BOARD  
DRAFT MINUTES  
July 16, 2014**

200 E. Santa Clara Street, 13<sup>th</sup> Floor Conference Room

**Item Subject**

1. **Call to Order**

10:10 a.m.

Action: (4-0-3) Vice Chair Nichols moved to approve the meeting minutes for the May 7, 2014 meeting. Board member Renelle seconded the motion.

Absent: Board members Borkenhagen, Feece, and Hattley were absent.

Document Filed: May 7, 2014 DPB Meeting Minutes

2. **Chairperson Report**

Chair Carlson commented on the following items:

- Increase in occupancy at the Market and 3<sup>rd</sup> Street garages and the need to review management, pricing, and operational options to distribute demand to other City garages
- Explore opportunity to implement a shuttle between City lots/garages
- Residential permit parking programs
- On-street handicap parking and San Francisco study to eliminate free parking

Staff will review and discuss the items with the Chair and Vice Chair to determine which items warrant further DPB involvement and adding work plan items if necessary.

3. **Annual Work Plan**

DPB members and staff had a brief discussion on the FY 2014-15 Annual Work Plan and whether to keep the Diridon Area Masterplan item on the work plan as a standing item or remove it. After discussion it was decided to approve the work plan as is and staff will address the item at future meetings when new information is available.

Action: (4-0-3) Board member Winter moved to approve the FY 2014-15 Annual Work Plan. Vice Chair Nichols seconded the motion.

Absent: Board members Borkenhagen, Feece, and Hattley were absent.

Document Filed: FY 2014-15 Annual Work Plan

4 **Smart Meter Project**

Arian Collen (DOT) reviewed the status of the Smart meter project and noted the following:

- 1,197 smart meters and sensors were installed during March and April 2014
- \$1 million capital expenditure for the meters, sensors, and spare parts inventory
- 226,000 transactions (avg. 188 per meter) per month (April-June 2014)
- 99.95% meter uptime
- Previous coin only meter revenue of \$104 per meter per month
- Smart meter revenue of \$125 per meter per month

- Transaction type breakdown:
  - 75% coin: \$0.57 per transaction
  - 25% credit: \$1.31 per transaction
- Average of 89,000 meter resets per month in May & June 2014
  - 12,500 hours reset
  - \$13,000 reset value
- Average weekday occupancy at noon of 85%
- Rate adjustment to \$2/hr effective July 21, 2014
- Mobile payment rollout to begin August 5, 2014 with Passport Parking app with a \$0.35 convenience fee per transaction paid by users

A brief discussion ensued on the data presented and the upcoming rate adjustment and mobile payment rollout.

5. **Reports/Coordination**

**A. Multi-Modal Transportation Projects & Diridon Area Master Plan**

Laura Wells (DOT) gave an update on various projects including:

- Phase II San Carlos Streetscape Improvements construction in early 2015 completed next summer 2015
- St. John Street improvements in design phase with community meeting in August and construction scheduled for early 2016
- Park Avenue bike lanes in design with community meeting in August
- Autumn street extension update will be brought to the next meeting

A brief discussion ensued regarding the various projects.

**B. Driving Revenue Generating Activity – Promoting City Facilities**

Mr. Collen noted the ParkSJ branding design was completed and noted the new signage for Market Street garage was being fabricated. Additional locations were under review for new signage with bid packages being developed and a goal of completing signage by December.

**C. Staff Verbal Update on Events & Activities**

Mr. Collen noted the upcoming downtown Music in the Park events on July 17<sup>th</sup> and August 21<sup>st</sup> as well as the Jazz Festival downtown August 8-10.

**D. City Council/Committee Agenda Items**

Ms. Wells noted the following agreements going to Council in August

- San Jose Downtown Association to continue to promote downtown and parking
- Parking incentive agreement at the Almaden/Woz & Woz/87 lots to retain a downtown business located at 303 Almaden

6. **Future Agenda Items**

Items for the October 1, 2014 DPB meeting as outlined in the Annual Work Plan:

- FY 2013-14 Annual Financial and Activity Report
- Smart Meter Update
- Parking Branding Update
- Parking Programs & Rates
- Multi-Modal Transportation Projects & Diridon Area Masterplan

7. **Open Forum**

Board Member Renelle commented on the following SJSU related items:

- Target Summer Pops concert series starting next weekend
- VTA will be purchasing larger DASH busses to accommodate additional ridership
- New SJSU student union food court will be opening soon
- Breaking ground on new 850 bed student housing at 9<sup>th</sup> & San Carlos
- Church at 9<sup>th</sup> & Santa Clara will be building a garage and seeking to provide SJSU parking for students during the week

8. **Adjournment**

11:06 am